



SC Department of Natural Resources
Landscape Architect Registration Program
1000 Assembly Street, P.O. Box 167
Columbia, SC 29202
Telephone: (803) 734-9131

To be filled in by the Department

Action: _____

(Date of Action)
Action: _____

(Date of Action)

Action: _____

(Date of Action)
Registration # _____

(Effective Date)

APPLICATION FOR CERTIFICATE OF AUTHORIZATION

PLEASE RETURN THIS FORM, ALONG WITH THE \$150.00 APPLICATION FEE AND A COPY OF YOUR FIRM'S OR PARTNERSHIP'S ARTICLES OF INCORPORATION TO THE ADDRESS ABOVE. IF YOUR ARTICLES OF INCORPORATION DO NOT SHOW THE OFFICERS OF YOUR FIRM, PLEASE INCLUDE A LIST OF OFFICERS ON AN OFFICIAL COMPANY LETTER HEAD WITH THE APPLICATION, APPLICATION FEE, AND ARTICLES OF INCORPORATION.

I. PERSONAL DATA

1. Firm Name: _____

2. Business Address: _____

Street Address

City State Zip

Telephone: () FAX: ()

E-mail: Website:

3. Business Headquarters Location: _____

City

State

II. LIST BELOW THE NAMES AND ADDRESSES OF ALL OFFICERS OF THE CORPORATION, OR ALL PARTNERS OF THE PARTNERSHIP. LANDSCAPE ARCHITECTS INDICATE REGISTRATION NUMBER AND STATE. (Attach separate sheet if additional space is needed).

South Carolina Code of Laws, Section 40-28-160, paragraphs (b) and (c) require that the registered landscape architect responsible for the professional services of the firm must be either an officer of the firm or a partner of a partnership.

Name	Address	Title/Occupation/License #

INFORMATION FOR SIGNERS

The right to engage in the practice of landscape architecture is a personal right, based upon the qualifications of the individual evidenced by his/her license.

Read carefully the SC Code of Laws, Section 40-28-160, and information released by the Department pertaining to registration, to determine your ability to qualify.

The SC Code of Laws for Landscape Architects is available on-line at <http://www.scstatehouse.net/code/t40c028.htm> .

AFFIDAVIT AND NOTARIZATION

I hereby certify that I have familiarized myself with the provisions of the South Carolina Code of Laws, Section 40, Chapter 20, to regulate the licensing and practice of landscape architecture and to provide penalties for violations, and do hereby subscribe to and agree to abide by the provisions therein, and related Rules and Regulations promulgated by the Department.

South Carolina Registered Landscape Architect

Firm's Senior Executive Officer
(If other than registered SC Landscape Architect)

The above signed, being duly sworn on oath deposes and says that he/she is the person making the foregoing statements and that they are made in good faith and true in every respect to the best of the signer's knowledge.

STATE OF: _____ COUNTY OF: _____

I, _____, A Notary Public in and for said

County, in the State aforesaid, DO HEREBY CERTIFY THAT _____

(and) _____ is/are personally known to me to be the same

person(s) whose name is/are subscribed to the foregoing instrument, and appeared before me this day

in person, and acknowledged that he/she/they signed, sealed, and delivered the same instrument as

his/her/their free voluntary act, for the uses and purposes therein set forth.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS _____ DAY OF _____ 20____

NOTARY PUBLIC: _____

MY COMMISSION EXPIRES: _____

NOTARY SEAL

INFORMATION ON STATE REQUIREMENTS FOR CERTIFICATE OF AUTHORIZATION

Section 40-28-160. PRACTICE BY PARTNERSHIPS AND CORPORATIONS.

The right to engage in the practice of landscape architecture is a personal right, based upon the qualifications of the individual evidenced by his license.

- (1) The license is not transferable. All final drawings, specifications, plans, reports or other papers or documents involving the practice of landscape architecture, as defined in Section 40-28-10, when issued, or filed for public record, must be dated, and bear the name and seal of the landscape architect or landscape architects who prepared or approved them.
- (2) Partnerships and corporations which meet the following conditions may be formed as a vehicle for the practice of landscape architecture:
 - (a) The practice of or offer to practice landscape architecture for others as defined in Section 40-28-10 by individual landscape architects licensed under this chapter through a corporation as officer, employees or agents, or through a partnership as partners, officers, employees, or agents, or the offering or rendering of landscape architecture services by corporation or partnership through individual landscape architects licensed under this chapter is permitted, subject to the provisions of this chapter if (i) one or more of the corporate officers in the case of a partnership are designated as being responsible for the professional services described in Section 40-28-10 of the corporation or partnership and are landscape architects under this chapter; and (ii) all personnel of the corporation or partnership, who act in its behalf as landscape architects, are licensed under this chapter; and (iii) the corporation or partnership has been issued a certificate of authorization by this department. The requirements of this chapter do not prevent a corporation and its employees from performing landscape architectural services for the corporation or subsidiary or affiliated corporations.
 - (b) A corporation or partnership issued a Certificate of Authorization to provide or offer to provide landscape architectural services to the public in this State shall:
 - (1) submit an initial fee and file with the department, on a form prescribed by the department, a listing of names and addresses of all principals and officers, as well as all principals, officers, agents, and employees, who are in responsible charge of the practice in this State and are licensed to practice landscape architecture in this State;
 - (2) ensure that all documents involving the practice of landscape architecture which are prepared for the use of the corporation or partnership bear the signature and seal of a landscape architect registered and licensed in this State;
 - (3) advise the department in writing within thirty days of a change in status of a principal, officer, agent, or employee registered and licensed under this chapter;
 - (4) **have a resident landscape architect duly registered to practice in this State in responsible charge of a place of business maintained in this State for the purpose of providing or offering to provide landscape architectural services to the public;**
 - (5) file a form giving current information, as prescribed in (a) above, with the annual renewal fee to be determined by the department.
 - (c) No corporation or partnership is relieved of responsibility for conduct or acts of its agents, employees, or officers by reason of its compliance with the provisions of this section, nor is an individual practicing landscape architecture as defined in Section 40-28-10 relieved of responsibility of landscape architectural services performed by reason of his/her employment or relationship with the corporation or partnership.
 - (d) Disciplinary action against a corporation or partnership must be administered in the same manner and on the same grounds as disciplinary action against a registered landscape architect.

Section 40-28-170. PENALTY FOR USING TITLE OF LANDSCAPE ARCHITECT WITHOUT LICENSE.

A person who, without possessing a valid, unrevoked certificate or license as required by this chapter, uses the title or term “Landscape Architect” in a sign, card, listing, advertisement, or in any other manner states that he/she is a landscape architect, as defined in this chapter, is guilty of a misdemeanor and, upon conviction, fined not less than fifty dollars nor more than five hundred dollars or imprisoned for not exceeding six months or both.

**FEE SCHEDULE FOR CERTIFICATE OF AUTHORIZATION
FOR CORPORATIONS AND PARTNERSHIPS**

Initial Certificate of Authorization	\$150.00
Annual Renewal Fee	\$125.00

SC CODE OF REGULATIONS FOR LANDSCAPE ARCHITECTS
SECTION 74-8. CODE OF ETHICS

A. The Code of Ethics for Landscape Architects registered in this State is as follows:

- (1) The right to practice landscape architecture is a personal right based upon the qualifications of the individual evidenced by his license. He shall not undertake to perform professional services unless qualified by education and experience in the specific realm of landscape architecture services rendered or proposed to his client or employer. A landscape architect may accept an assignment requiring education or experience outside of his own field of competence to the extent that his services are restricted to aspects of the project in which he is qualified. All other aspects shall be performed by qualified associates, consultants or employees;
- (2) A landscape architect shall always promote the public interest and the preservation of the natural environment, placing these issues above gain to himself or to his client. If his professional judgement reveals evidence whereby the safety, health or welfare of the public could be endangered, he shall inform his client or employer of the possible consequences and notify such other proper authority of the situation as may be appropriate;
- (3) A landscape architect shall not undertake any activity or employment, have any significant financial or other interests or accept any contribution if it would reasonably appear that such activity, employment, interests or contribution would compromise his professional judgment or prevent him from serving the best interest of his client or employer. A landscape architect shall make full disclosure to his client, employer, at the earliest possible opportunity, of any financial interest which even remotely bears upon his services and/or the project for which the services are being rendered. A landscape architect shall not appear before any agency or group or issue any public opinion at the request of a client or employer without so stating the relationship with his client;
- (4) A landscape architect shall not give, lend or promise anything of value to any public official in order to influence or attempt to influence the official's judgment or actions on letting of design contracts;
- (5) A landscape architect shall not attempt to obtain, offer to undertake, or accept a commission for which he knows another legally qualified individual or firm has been contracted until he has evidence that the latter agreement has been terminated;
- (6) A landscape architect shall not indulge in exaggerated, misleading, or false advertising or publicity;
- (7) The landscape architect shall not knowingly associate with or permit the use of his name or firm in a business venture by any person or firm which he knows, or has reason to believe, is engaging in business or professional practices of a fraudulent or dishonest nature, or in violation of these rules and regulations;
- (8) If the landscape architect has knowledge or reason to believe that another person or firm may be in violation of any of these provisions, he shall present such information to the Board in writing and shall cooperate with the Board in furnishing such further information or assistance as may be required by the Board.

B. Any violation of this Code of Ethics shall constitute a ground for disciplinary action.